



## TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

**Position Title:** Purchaser

**State Classification/Title/Salary Group:** 1933 / Purchaser IV / B19

**Monthly Salary:** \$4,020.33 - \$5,416.66 per month, plus benefits

**Position Location:** Central Office - 2105 Kramer Lane, Austin, Texas

**FLSA Status:** Exempt

**Job Requisition:** 00054813 **Closing Date:** December 29, 2025

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#).*

**Your Skills. Our Mission. Stronger Together at TAHC!** Start your career at the Texas Animal Health Commission as we work together to protect the livestock industry. Whether you're looking to begin your career, apply your current skills and experience, or explore opportunities to innovate, we encourage you to apply! At TAHC, we promote a culture of teamwork, open communication, transparency, and a commitment to educating the public while safeguarding Texas livestock. Join us and make a difference—because protecting Texas agriculture starts with you!

### General Description:

The Purchaser reports to the Director of Financial Services and performs routine purchasing and procurement duties. Responsibilities include working with the Procurement Team Lead to perform highly complex (senior-level) purchasing, contract development, and procurement work with a primary focus on information technology (IT) goods and services. Work involves procuring a wide range of commodities, equipment, software, and services including both technology-related and non-technology-related purchases using applicable guidelines, policies, rules, and laws. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Duties:

- Monitors vendor performance to ensure proper and timely delivery of goods and services for IT and other assigned departments.
- Monitors legal and regulatory requirements pertaining to purchasing and procurement.
- Prepares bid specifications and formal solicitation documents for a broad range of goods and services including information technology (IT) commodities, equipment, software, and services, as well as non-IT categories.
- Prepares regularly scheduled and ad hoc reports.
- Reviews requisitions for completeness and compliance before processing a solicitation.
- Analyzes vendor responses to determine best value, negotiate with vendors to develop best offer/proposal, and award purchases.
- Evaluates and administers corrective actions with vendors and negotiates extensions or modifications to contracts and renewals across diverse categories, with a particular emphasis on technology-related agreements.
- Analyze vendor responses to determine best value, negotiate with vendors to develop best offer/proposal, and award purchases.
- Evaluates and analyzes bids to ensure compliance with applicable standards, procurement regulations, and contract award activities.
- Ensures that the agency is compliant with all applicable purchasing policies, procedures, and statutes before proceeding with any purchase for both information technology (IT) and non-IT goods and services.
- Performs other duties as assigned.



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### Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, public administration, or a related field.
- Two (2) years' full-time work experience in the purchasing and procurement of goods and services.

*Experience and education may substitute for one another on a year per year basis.*

**Knowledge, Skills and Abilities:** Knowledge of purchasing and procurement methods and procedures, state procurement principles and practices, assigned commodities and products on the open market, supply sources, and principles of business administration and accounting. Skill in problem solving and in the use of a computer and applicable software. Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of recordkeeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively. Ability to develop work plans and evaluate program goal

**Other Requirements:** Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

**IMPORTANT: The TAHC is an emergency response agency.** This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and, may include duties other than those specified in the standard position description.

**How to Apply:** To submit your application for employment, click on the link below, select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

[CAPPS Job Search](#)

### ***An Equal Opportunity Employer***

*The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.*